

PLANNING COMMISSION  
RULES OF ORDER-2015

A.       REGULAR MEETING DATES

The regular Commission meeting date shall be the third Thursday of each month. During months where a large number of agenda items are requested to be heard by the Commission, the Commission may add the fourth Thursday of the month as a regular meeting date. The Commission may change or add regular meeting dates as circumstances warrant.

B.       TIME AND PLACE

Planning Commission regular meetings shall be held in the City Council Chambers at the City Center beginning at 6:30 p.m. Time of adjournment shall not be later than 11:00 p.m. unless extended by a majority vote of the Commission.

C.       SPECIAL MEETINGS

The Commission may establish special meeting dates upon the call of the Chair or by a majority vote of the Commission to conduct work sessions, neighborhood meetings, comprehensive plan public hearings and City tours. The *Coon Rapids Herald* shall be informed of all such meetings prior to such meetings. The City's web-site and other available media resources should also be used to announce such meetings.

D.       QUORUM

A quorum for the Commission shall be four (4) members from a total of seven (7). If a quorum is not present within thirty (30) minutes of the scheduled meeting time, the meeting may be tabled to a date certain and if a quorum is not present within sixty (60) minutes of the scheduled meeting time, the meeting shall be tabled to a date certain.

E.       VICE CHAIR

The Commission shall select a Vice Chair at its first regular meeting of the calendar year. The Vice Chair shall chair Commission meetings in the absence of the Chair.

F. ABSENCE OF CHAIR AND VICE CHAIR

In the event that both the Chair and Vice Chair are absent from a meeting at which a quorum is otherwise present, an Acting Chair may be selected from and by the members present to conduct the business of the Commission.

G. MINUTES

For the purpose of recording official action, the Director of Community Development shall designate a person as recording secretary.

H. AGENDA

The Director of Community Development is designated as the Commission's representative for the receipt of items to be brought before the Commission, to handle administrative matters relating to those items and for establishing agendas for meetings. In addition, the Director of Community Development or staff may conduct such other business for the Commission as they may so request.

I. VOTING ORDER

Voting to be done by verbal vote; order of voting to be rotated with each roll call vote.

J. CONFLICT OF INTEREST

A conflict of interest may occur when a Commissioner may receive private benefit as a result of action taken by the Commission. Private benefit may be direct or indirect and may create a material personal gain to the Commissioner or provide an advantage to relations, friends or associates of the Commissioner. If a Commissioner feels he or she may have a conflict of interest resulting from any matter before the Commission, the Commissioner shall declare that he or she has a conflict publicly at any meeting during which the matter is under discussion. The Commissioner shall vacate his or her seat and the chambers. The Commissioner shall not discuss the merits of the matter with other Commissioners.

K. ORDER OF CONSIDERATION OF AGENDA ITEMS

The following procedure for consideration of agenda items shall be observed, however, it may be rearranged by the Chair for individual items if necessary for the expeditious conduct of Commission business.

1. Chair summarizes the planning case and asks for staff presentation of case report.
2. Chair requests if petitioner wishes to make presentation.
3. Public hearing, if applicable. Any parties interested in planning case make presentations.
4. Planning Commission discusses case asking any questions it may have of petitioner, interested parties or staff and then votes on planning case.

L. ROBERTS RULES OF ORDER

Roberts Rules of Order are hereby adopted for the government of the Commission in all cases not otherwise provided for in these rules.

M. RULES MAY BE AMENDED

These rules may be amended at any Commission meeting by a vote of the majority of the entire Commission membership.

Considered and approved this 15th day of January, 2015.

PLANNING COMMISSION  
CITY OF COON RAPIDS, MINNESOTA